



Week 12 Mentor Meeting



Date

Wed, 22 May 2024

12:30 PM - 1:00 PM



Participants

- Yujun Yan (mentor)
- Our team (Team Wombat)
- Note: Yuanwei (absent due to injury)



Goals

- A structured overview of the discussions from the mentor meeting, ensuring that all team members are aligned on the final preparations for the upcoming presentation.



Discussion topics

Item	Presenter	Notes
Technical Work	<ul style="list-style-type: none">• Qingyuan Yang	<ul style="list-style-type: none">• Continued to debug the integration between the program and school sections alongside preparing for the booking connection.
Presentation Slide Preparation	<ul style="list-style-type: none">• Jianzhi Gao• Xue Jiao• Qiuling Liu• Yun Dai	<ul style="list-style-type: none">• Responsible for preparing the presentation slides.
Demo Video	<ul style="list-style-type: none">• Qingyuan Yang• Jianzhi Gao	<ul style="list-style-type: none">• Handle the recording and introduction of the demo video, showcasing the project's features and functionalities.
Presentation Content	<ul style="list-style-type: none">• Xue Jiao• Qiuling Liu• Yun Dai	<ul style="list-style-type: none">• Present the project background, in-scope and out-of-scope content, current status, reflections, and conclusions
Improvements	<ul style="list-style-type: none">• Yujun Yan	<ul style="list-style-type: none">• Proposed using pie charts to depict the current status, detailing how many user stories have been completed and how many are pending.• A handover plan will be discussed, which includes deploying the website to the client.



Planned Actions and Next Steps

- ✓ **Finalize Presentation Materials:** Complete all slides and ensure the demo video is polished and ready for the presentation.

- ✓ **Rehearse Presentation:** Conduct a full run-through of the presentation to practice timing, transitions, and responses to anticipated questions.

▼ Click here to expand...

📌 Additional Considerations

- ▼ Click here to expand...The complexity of the project was acknowledged, with an emphasis on a collaborative and iterative approach to development. The importance of a flexible system that could adapt to future needs and potentially integrate with broader university systems was highlighted.

- **Continuous Improvement:** The team is highly focused on integrating feedback from the mentor and from internal reviews into their processes. This approach ensures that each sprint builds upon the learnings of the previous ones, continuously enhancing the project's quality and effectiveness.
- **Team Responsiveness:** The team has demonstrated exceptional responsiveness to feedback and guidance from the mentor. This quick response to insights and suggestions is vital for the timely resolution of issues and for keeping the project on track.

